

NGFTS

National Guard Full-Time Support



HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 13-02
Date: 3 July 2013

Time and Attendance Processing During Furlough of FY 2013

Subject: Instructions for Processing Time and Attendance During Furlough of FY 2013

References:

ARNG DCPD, ARNG Technician Pay Program Administrative (Discontinuous) Furlough Time and Attendance (T&A) Processing Fact Sheet (Jun 13), 13-16A, dated 13 June 2013

OKNG-DMP, Fiscal Year 2013 Oklahoma National Guard Furlough Guidance Memorandum, dated, 29 May 2013

OKNG-DMP, Oklahoma National Guard Furlough Execution Strategy Memorandum, dated, 30 April 2013

Applicability: Current National Guard (NG) Technicians

Effective Date: 8 July 2013

Time and Attendance Coding: As stated in Army National Guard Memorandum 13-16A, Oklahoma National Guard Furlough Guidance, and Oklahoma National Guard Furlough Execution Strategy, the proper leave type code to be used during the furlough is "KE". An OPM Form 71, Request for Leave or Approved Absence, or approved OKNG Form 8-E is **required** as T&A report substantiating document for intermittent use of KE hours. Each technician should annotate Block 4 on OPM 71, Type of Leave/Absence, check Leave without pay, fill in the date, time, and total hours just as any other leave request and insert "furlough" in the remarks block. The technician signs form, supervisor approves, and timekeeper uses the OPM form 71 or OKNG form 8-E as a substantiating document to enter KE hours into the Defense Civilian Pay System (DCPS).

COMPENSATORY TIME. Compensatory time can only be authorized by The Adjutant General (TAG) during the furlough period that ends 30 September 2013. These exceptions must be necessary to protect the health, safety, and security of personnel or property; to ensure the direct and timely provision of services and materiel to deployed units or to units that are preparing to deploy; or to perform similar mission critical functions. The DCPS will convert Compensatory Time Earned (CE) to Regular Entitlement (RP)(pay) in a biweekly pay period that contains both Leave without Pay/Furlough and Compensatory Time. Below are two examples:

a. A Technician has 16 hours of KE and works 16 hours of CE. The DCPS will convert those 16 hours of CE to RP and the Technician receives a full biweekly pay.

b. A Technician has 16 hours of KE and works 20 hours of CE. The DCPS will convert 16 hours to RP and the Technician receives a full biweekly pay and 4 hours of CE.

It is important to remember that if Compensatory Time Earned or Regular Entitlement is earned a technician is still required to fulfill the 88 hours for furlough.

Your point of contact is LtCol Shirley Kyles (405) 228-5578.

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